

What basic questions should district level administrators be asking about Kansas School-Based Medicaid Services?

The Numbers

- ▶ What was the district's cost settlement or repayment, Fee-for-Service (FFS)/interim, & quarterly School District Administrative Claiming (SDAC) payments last school year?
- ▶ What is the trend over 3 years?

The Systems

- ▶ Does the district have a clear plan for managing and monitoring the Staff Pool List for SDAC, assigning allowable medical costs, and tracking timely Fee-for-Service logging and claiming?

The Monitoring

- ▶ What are the layers of monitoring in place in the system for reporting data and trend changes on a regular basis?
- ▶ Who is ultimately responsible?

The Details

- ▶ Who has access to the information needed?
- ▶ Who is responsible for aligning the compliance for IDEA with allowable Medicaid reimbursement?

The Resources

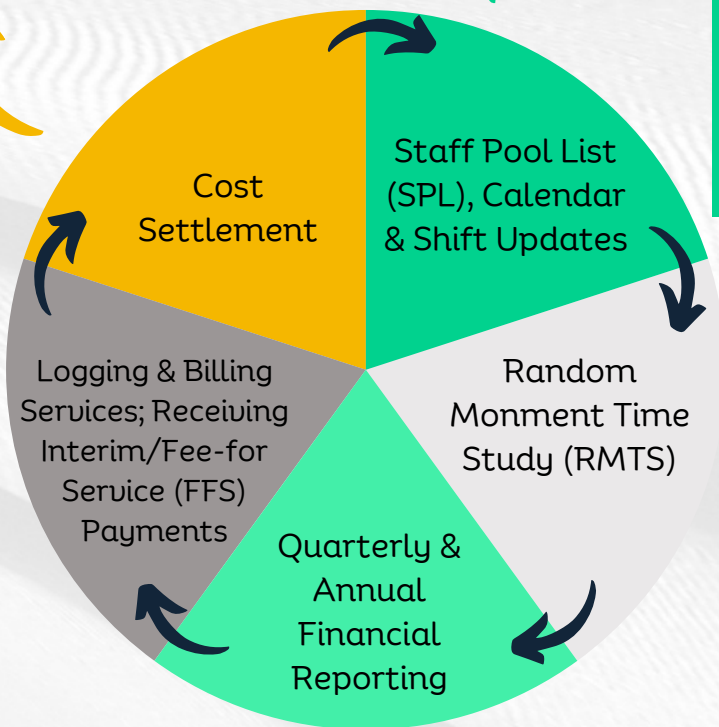
- ▶ Do we know who to ask for help?
 - Kansas Medical Assistance Program (KMAP)
 - PCG: SDAC and Cost Settlement
 - Fee-for-Service billing agent: Greenbush, etc.

➤ What have we received or paid back in Annual Cost Settlement in the last three years?

- Maintain system of tracking quarterly payments & the Annual Cost Settlement payments/recoupment.
- Identify administration responsible for oversight.

➤ Are we including all the staff we should on our Staff Pool List(SPL)?

- Additional staff does not equal additional reimbursements.
- Identifying what are qualifying services helps identify staff appropriate for the SPL.
- Direct staff vs. administrative staff is an important distinction.
- Independent contractors should be considered in the process.
- Accurate calendars equal accurate payments.
- Changes to typical schedules should be considered, ie. maternity leave.
- Designate specific days for staff shared between districts.



➤ How to ensure maximum reimbursement for Random Moment Time Study (RMTS)?

- Identify and notify SPL members.
- Train staff on how to identify & respond to email inquiries.
- Identify Administrative staff to monitor inquiry responses.

➤ What systems do you have in place for logging and billing fee-for-service?

- Identify the fee-for-service team.
- Clarify all logging and billing processes.
- Identify administrator responsible for ensuring accuracy and timeliness of logging.
- Monitor claims processed.
- Review data monthly.
- Review cooperative agreements for assignment of revenues.

➤ Do you have organized data to complete the Quarterly & Annual Financial Reporting?

- Maintain system of tracking reportable medical expenses and salary/fringe for SPL members.
- Manage distribution of expenses and salaries across districts.
- Identify administration responsible for timely reporting.

